



Indiana Bicentennial
TORCH RELAY

Indiana Bicentennial Torch Relay *County Coordinator Addition*

Frequently Asked Questions

Updated 3/17/2015

- Q. How do I nominate someone to be a torchbearer?
- A. A nomination form will be available May 1, 2015. A form must be completed for a person to be nominated to participate as a torchbearer.
- Q. When is my community supposed to do the celebration?
- A. Celebrations are encouraged, but not required. Counties are welcome to have a celebration at anytime during the relay, but will only have the torch, flame and caravan in town during the time allotted. For example, the county celebration could be in the evening in conjunction with a pre-established event even if the county torch relay leg was in the morning that same day.
- B. Counties with morning and evening torch relay legs should plan to have some type of celebration to light or extinguish the torch each day.
- Q. How many torchbearers are we allowed?
- A. Counties can have as many torchbearers as they would like to select and organize. However, each county will only be provided a specific number of torchbearer uniforms at no charge. Anything over and above that allotted number will be a county expense. Nominated and selected torchbearers must be outfitted in the official torchbearer uniform. Those running or traveling alongside the official torchbearer will not be required to have an official uniform. All counties will receive a minimum of 15 uniforms.
- Q. How do we exchange the torch with the counties before and after our torch relay leg?
- A. The plan for this exchange should be worked out between neighboring counties. You are encouraged to reach out to the county that is after you (if you are a morning leg) or to the county that is before you (if you are an evening leg). If you are a mid-day leg, you are encouraged to reach out to both. The exchange does not have to be a ceremonial event. Dependent upon the timing of the relay leg, it may be required that the torch be moved via vehicle to the next county.
- Q. How much time is allotted for our celebration?
- A. The time for your celebration is up to your county planning committee. Staying on time, within the start and end time as dictated by the Torch Relay Leadership Team, is the only parameter the county is required to follow. Celebrations are encouraged, but not required. Counties are welcome to have a celebration at anytime during the relay but will only have the torch, flame and caravan in town during the time allotted. For example, the county celebration could be in the evening in conjunction with a pre-established event even if the county torch relay leg was in the morning that same day.

Q. When is the Route Deviation Form deadline?

A. June 12, 2015.

Q. How many people should be on our committee?

A. The number of people on your county torch relay committee should reflect the number you need to fill the following areas of responsibility. There may be individuals with more than one responsibility or teams of people that fill these specific roles. The size of the committee is somewhat reflective of the size of the county and celebration.

- a. Volunteers – recruitment and organization
- b. Celebration
- c. Torchbearers/Nominations
- d. Torch Relay Route Logistics – working alongside public safety, public works, etc.
- e. Marketing/Communications – nomination form distribution/celebration information distribution
- f. Leadership – communicate with the torch relay leadership team in Indianapolis.
- g. Financial/Budget – review expenses and keep the group on track.

Q. Who is responsible for paying for uniforms for torchbearers?

A. The Torch Relay Leadership Committee will provide and cover the cost of a specific number of uniforms per county. This number is reflective of the number of residents in the county (per the 2013 census). Each county will be provided their number of uniforms to plan appropriately. Any uniforms above and beyond the pre-determined amount provided by the Torch Relay Leadership Committee will be the financial responsibility of the county.

Q. Will there be décor items available to dress up our torch route or downtown?

A. Yes. A package of graphics will be available later this year for your county to use to create a variety of décor elements. Everything from street pole banners, table covers, yard signs, bunting and fence banners can be created. Counties can either use the graphics and their own printing company or order from a centrally located company determined by the torch relay leadership team. Communities will be financially responsible for any printed materials and must use the graphics as provided.